

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION  
July 8, 2003**

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**FROM:**       **AURELIO W. DE LA TORRE**, Director  
                  Purchasing Department

**SUBJECT:**     **APPROVE AGREEMENT FOR CARTRIDGE RECYCLING SERVICES**

**RECOMMENDATION:** Approve agreement with Daisy Wheel Ribbon Co., Inc. to provide cartridge recycling services countywide as required by departments.

Agreement No.

Daisy Wheel Ribbon Co., Inc.

**BACKGROUND INFORMATION:** On March 3, 2003, Purchasing posted a Request for Proposal (RFP PUR02-12) on the county website inviting responses from qualified vendors to provide cartridge recycling services. Thirty-nine notices were mailed to vendors currently registered in the Purchasing vendor database. Of the three responses received, one was from the current vendor Daisy Wheel Ribbon Co., Inc. and two were no-bids.

The county has been recycling cartridges for approximately 18 months. This program is strictly for collecting empty (used) cartridges and not for the purpose of purchasing cartridges. Total revenue from recycling of cartridges is expected to exceed \$25,000 per fiscal year.

The term of the agreement is for a period of three years, commencing on July 8, 2003, and ending on June 30, 2006. This action complies with County Policy 11-05, which requires departments to seek Board approval for all contracts for services in excess of \$25,000.

**REVIEW BY OTHERS:** This item has been approved as to legal form by County Counsel (Michelle Blakemore, Deputy County Counsel) on May 22, 2003 and reviewed by the County Administrative Office (Lynn Chacon, Administrative Analyst) on June 27, 2003.

**FINANCIAL IMPACT:** All revenue will be deposited to the Central Stores internal services fund (IAV PUR).

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action based on the necessity to continue this recycling service and the respective revenue it generates. There is no impact on local cost.

**SUPERVISORIAL DISTRICT (S):** All

**PRESENTER:** Terri Martinez, Contracts Administrator, 387-2069

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Record of Action of the Board of Supervisors

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